

INSTRUCTIONS

TOWN OF HORICON

APPLICATION FOR

ZONING COMPLIANCE CERTIFICATE

(Land Use Permit)

READ CAREFULLY

**A ZONING COMPLIANCE CERTIFICATE (Land Use Permit) MUST BE OBTAINED
BEFORE BEGINNING CONSTRUCTION**

**A WARREN COUNTY BUILDING PERMIT AND WARREN COUNTY PERMIT
to work in County Right of Way MAY ALSO BE REQUIRED
BEFORE BEGINNING CONSTRUCTION**

Requirements: INCLUDE with the completed application:

1) Copy of plot plan drawn to scale showing: example provided

A) All structures on lot

B) Dimensions of the lot to be built upon

C) The size and location of the building to be erected or altered

The Plot Plan must include street names, overhang setbacks, yard dimensions, fences, walls, signs or streams.

2) Batter boards must be placed showing proposed new construction location(s).

3) Complete construction drawings to scale must be provided. Submit Three (3) sets.

The County will need two (2) of these drawings signed and stamped by the Zoning Administrator, the Zoning Office will retain the third set.

A) Driveway/Road Disturbance on a **Town Road:** Contact the Highway Superintendent at (518) 494-2115 for more information.

B) Driveway/work **County Right-of-Way or County Road:** Request the application from this office.

4) A deed may be requested by this office. Please included any other helpful information with this application.

5) For new homes or bedroom additions to existing homes a Septic permit with complete perc test will be required before a Zoning Compliance will be issued.

6) Appropriate Fee(s). See Fee Schedule

7) Return all three (3) copies of the three (3) part application to Town of Horicon Planning and Zoning Office.

A) If Application is granted you will be issued a Zoning Compliance Certificate.

B) If Application is denied you will be referred to the Zoning Board of Appeals (ZBA).

8) Review the list of State Agencies - A permit may be required. It is the property owner's responsibility to secure any and all permits needed for your project.